

**Downtown Business District  
Meeting Minutes  
Wednesday, February 24, 2016  
330 Main Street, Middletown, CT**

**Attendees**

Diane Gervais (Chair)	Cathy Duncan (Chamber of Commerce)
Gary Nagler (Commissioner)	Tom Marano (Planning Department)
Marc Levin (Commissioner)	Pamela Steele (Pamela Roose Specialty Yarns)
Peter Harding (Commissioner)	Laura Conley (Sweet Harmony Café)
Tom Ford (Commissioner)	Matt Lefebvre (Middlesex Music Academy)
Jennifer Alexander (Commissioner)	Trevor Davis (Commercial Real Estate)
Mike DiPiro (Commissioner)	Lisa Melaven (DBD Office)
Mary Ann Perrotti (Commissioner)	
Valerie Scribano (Commissioner)	

**Minutes**

- Motion made by Mary Ann Perrotti to approve
- 2<sup>nd</sup> by Jennifer Alexander
- Minutes accepted

**Treasurer's Report – Mike DiPiro**

Mike reports we have approximately \$96,000.00 in our checking account, \$76,000.00 in our money market account and 18,000.00 in our payroll Account. We continue to be under budget, with the exception of watering of the planters under beautification. Lisa will be sending a letter to the Finance Department at City Hall requesting the 2nd installment. The check will be processed and mailed to Middletown Downtown Business District.

- Motion to approve by Jennifer Alexander
- 2<sup>nd</sup> by Marc Levin
- Treasurer's Report accepted.

**Chair Update – Diane Gervais**

Things have been fairly quiet.

Gift Cards: Lisa has reinstalled program for existing businesses that updated their Credit Card terminals and has brought on some new businesses such as Cinder and Salt. Thank you to Lisa for following up on these issues as they arise.

Beautification: Nothing happening.

Marketing: We are currently running some of the commercials. I would like to have a Marketing discussion meeting soon....will send around some dates.

I represented the DBD at the Camp's Grand Opening, and will be at the upcoming Cinder and Salt grand Opening on March 11<sup>th</sup>.

I attended the February meeting of the Economic Development Commission at their request, to give a presentation on what the DBD is and what we do.

It seemed to be very well received. I presented each member with a Downtown Gift Bag with our Downtown Brochure, and invitation to our meetings, some hot Chocolate and a couple of freshly baked Snowflake cookies, baked by Sweet Harmony Café. (They loved the treats!)

Lisa has begun working with the assessors and collectors office validating our Taxpayer list. Great News, the Tax collectors office was able to get us a list of our taxpayer's with all of the required information! Many thanks to Lee for this!

Lisa and I have also worked on updating our year in review and will have the packet for the March meeting ready to go out in Early March.

#### **Maintenance – Tom Ford**

**None**

#### **Police Report –**

There was a brief discussion of the police department responding to a cell phone theft at Kid City and a trumpet theft at Middlesex Music Academy.

#### **Public Works – William Russo**

**None**

#### **Parking Report - Geen Thazhampallath**

**None**

#### **Planning – Tom Marano and Tom Ford**

Tom Marano and Tom Ford report The Hajjar project is progressing nicely and about 1/3<sup>rd</sup> of the building has been completed down in Pennsylvania. Various manufacturers/sundries are starting to inquire about moving their businesses into the Middletown area.

Tom Marano mentioned The Downtown Business and Community Guide is in the design phase and any businesses considering on placing an advertisement in the guide, please see Tom.

At this time the draft of the TIF policy is in progress.

#### **Chamber of Commerce – Cathy Duncan**

Cathy reports there was vandalism done to the window boxes out in front of the Chamber of Commerce.

The person of interest confessed of his wrong doing and paid to have the window boxes fixed.

The 32<sup>nd</sup> Annual Business After Work & Taste of Downtown will be held on Tuesday, March 29<sup>th</sup> from 5:00 – 8:00 pm at the Italian Society of Middletown. The theme this year is the “Mustache Bash”.

The Grand Opening for Cinder and Salt is on Friday, March 11<sup>th</sup> from 4:00 – 8:00pm. Theme is “Beach Party”

The following businesses are in the process of opening on Main Street:

- Mr. Automotive – (North End)
- Hop Knot – (Metro Square)
- The Herd Restaurant –(Metro Square)

### **New Business –**

There was a general discussion with our partners and stakeholders on how business has been thus far in 2016.

The participants are as follows:

- Amato's Toy and Hobby
- Kid City
- Malloves Jewelers
- Middlesex Music Academy
- Pamela Roose Specialty hand Knits and Yarn
- Sweet Harmony Bakery and Café
- The Board Room
- The Inn at Middletown

- Motion to adjourn by Marc Levin
- 2<sup>nd</sup> by Mike DiPiro
- Approved